



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Special Health Services

Division: Division of Community and Public Health

Sub-Section:

TITLE: Participant Records

CUTOFF: Date participant no longer receives services, or is denied

DESCRIPTION: Files contain medical, financial and social information, used for participant enrollment in the section's services. Records include, but are not limited to doctors notes, annual financial statements, tax information, service coordination comprehensive assessment tools and education records.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES: Records are stored on microfilm.

DISPOSITION ACTION: Destroy

SERIES: 7354

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Provider Contract Records

CUTOFF: Close of Contract

DESCRIPTION: Files contain vendor records used for contracts, original applications and all renewals. Records include, but are not limited to original application to provide services, contract enrollment information, scopes of work and contract monitoring reports.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7355

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013
